



# VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

## JOB OPPORTUNITY

STAFF SERVICES ANALYST (SSA) / ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)  
REVENUE RECOVERY AND ACCOUNTING DIVISION  
RESTITUTION SECTION

Permanent/Full-Time

\$2,632.00 - \$4,155.00 (SSA) ~ \$4,111.00 - \$4,997.00 (AGPA)

### POSITION SUMMARY:

Under the general direction of the Staff Services Manager I, RRAD, the Associate Governmental Program Analyst, Custodian of Records (COR), is responsible for preparing legal affidavits for restitution hearings and responding to criminal subpoenas served on the Victim Compensation & Government Claims Board (Board), Victim Compensation Program (VCP). The COR represents the Board in court as an expert. **Travel Required: 10% of time spent traveling throughout California to the various courts to carry out the essential functions of job.**

### DUTIES INCLUDE:

- Prepare legal affidavits (Certification of Records) for presentation in restitution hearings. Audit all pertinent VCP claim files to ensure accuracy and compliance with all relevant statutes and regulations.
- Process criminal subpoena requests and testify on behalf of the Board, at criminal trials and restitution hearings.
- Contact attorneys involved in a criminal case, discuss pertinent statutes and regulations covering subpoenas and VCP processes, coordinate with Board and County staff regarding the relevant VCP claim files, and understand and process the criminal subpoena in full compliance with Board procedures and the legal requirements of the subpoena.
- Work collaboratively with the Board's Restitution Analysts, VCP staff, county Criminal Restitution Compact Specialists, and attorneys to prepare claims for restitution hearings.
- Serve as a resource to Board and county staff on restitution issues and internal procedures.
- Track the COR workload concerning requests for appearance at restitution hearings and/or requests for submission of Certification of Records and employ the data to produce unique monthly and annual reports, identify issues and trends related to the COR workload, and make recommendations to management.
- Provide assistance to the Board's Legal Division on criminal court cases, including small claims court actions.

### DESIRABLE QUALIFICATIONS:

- Knowledge of criminal laws pertaining to the certification process to ensure compliance with those laws and have the ability to discuss the statutes with judges, district attorneys, defense attorneys, probation officers, CRC Specialists, and any other interested parties.
- Knowledge of and the ability to interpret applicable case law, statutes, regulations, policies and procedures to appropriately and effectively rebut arguments with appropriate authority under stressful circumstances.
- Understand and be able to process the criminal subpoena in full compliance with Board procedures and the legal requirements of the subpoena.
- Have extensive knowledge of and the ability to interpret applicable case law, statutes, regulations, policies and procedures.
- Strong analytical skills with the ability to work well under pressure.
- Excellent communications skills, both oral and written with the ability to clearly articulate issues.
- Excellent attendance and interpersonal skills.

### WHO MAY APPLY:

Candidates either currently at or have eligibility (list, transfer or reinstatement) for either the SSA or AGPA classification. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and interest in this position. Applications will be screened and only the most qualified will be selected for an interview.

### SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board  
Attn: Robin Jones/Human Resources Section  
P.O. Box 48  
Sacramento, CA 95812-0048  
rjones1@vcgcb.ca.gov  
(916) 324-3252

**FINAL FILING DATE:**  
**January 27, 2006**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **\*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.\*\***

California Relay Service:

Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

040-510-5157/5393-8xx

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